



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,400 - \$5,508

**EXECUTIVE OPERATIONS BRANCH, OFFICE OF STRATEGIC PLANNING
SACRAMENTO OFFICE**

RESPONSIBILITIES:

Under the general supervision of a Staff Services Manager I, Office of Strategic Planning (OSP), the Associate Governmental Program Analyst supports the California Department of Insurance's (CDI) strategic planning, workforce and succession planning, workforce development and performance management efforts. The incumbent will promote and be accountable for customer satisfaction and quality service; and will initiate or recommend changes that promote innovative solutions to meet departmental and customer goals. The tasks are performed using a personal computer and Microsoft (MS) Word, Excel, Access, PowerPoint, Outlook and similar software programs.

DESIRABLE QUALIFICATIONS:

- Knowledge of current policies, practices, trends in the area of strategic planning, workforce and succession planning and organizational performance management;
- Experience in developing and implementing strategic planning, workforce and succession planning and organizational performance management practices on an enterprise-wide level;
- Ability to handle multiple courses of action simultaneous;
- Able to work cooperatively with all levels in the organization, specifically executive and upper-management levels;
- Gain, as well as give, confidence and trust of others;
- Make decisions that consider relevant facts and information, potential risks and benefits, and short and long-term consequences;
- Anticipate or identify problems and their causes;
- Develop and analyze potential solutions or improvements using innovative and creative approaches;
- Ability to act independently, be open-minded to new ideas/solutions, tactful, motivated to doing a good job and not intimidated by challenging assignments.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on***

12/12/13 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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the state application.

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Associate Governmental Program Analyst , PSN # 413-194-5393-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email – Nicole.Terrell@insurance.ca.gov

FINAL FILING DATE: December 30, 2013 – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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